City of Bondurant
Planning and Zoning Commission
200 2nd St NE, PO Box 37
Bondurant, IA 50035

Meeting Minutes

DATE: January 12, 2023 Torey Cuellar, Chair

1. **Call to Order 6:02 pm**
   Place Bondurant City Hall (200 2nd St NE, PO Box 37)

   Special Note: Due to concerns of the COVID-19 virus and social distancing recommendations, access to the meeting was also provided through a virtual meeting.

2. **Roll Call**

   Members Present: Torey Cuellar (Chairperson), Brian Clayton, Wes Hoyer, Karen Keeran, Kristin Brostrom, Andy Mains, Lisa Cameron

   Members Absent:

   City Official Present: City Administrator Marketa Oliver, Community Development Director Maggie Murray, City Planner Isaac Pezley, City Council Liaison Matt Sillanpaa

3. **Perfecting and Approval of the Agenda**

   Motion by Commission Member Mains, seconded by Commission Member Clayton to approve of the January 12, 2023, meeting agenda. Vote on Motion 7-0-0. Motion carried.

4. **Approval of Minutes**

   Motion by Commission Member Mains, seconded by Commission Member Clayton to approve of the December 8, 2022, meeting minutes. Vote on Motion 7-0-0. Motion carried.

5. **Guests requesting to address the Planning and Zoning Commission**

   None

6. **Action Items**

   A. 2023 Annual Election of Officers

   Murray stated that Commissioners Cuellar and Keeran have served as chair and vice-chair in the past. Clayton agreed, he believes they have been doing a good job.

   Motion by Commission Member Mains, seconded by Commission Member Clayton to appoint Commission Member Cuellar to serve as Chairperson and

Commission Member Keeran to serve as Vice-Chairperson. Vote on Motion 7-0. Motion carried.

B. 2022 Planning & Zoning Commission Annual Report

Murray stated City Code requires an annual report of the Commission's dealings over the 2022 calendar year. This report will be presented to the City Council.

Motion by Commission Member Mains, seconded by Commission Member Clayton to accept and file the 2022 Planning & Zoning Commission Annual Report. Vote on Motion 7-0. Motion carried.

Cuellar thanked staff for putting together the annual report.

C. RESOLUTION NO. PZ-230112-01 considering recommended approval of the Heartland LM Kellogg Plat 1 Preliminary Plat, a subdivision in unincorporated Polk County within two miles of Bondurant's city limits.

Murray stated this is a split outside of Bondurant's city limits about a mile into Polk County. This split would create two lots, one with the existing dwelling and the other will be a residential lot. No concerns were raised by V&K. City staff has no objection to the Preliminary Plat.

Motion by Commission Member Mains, seconded by Commission Member Clayton to recommend approval of the Heartland LM Kellogg Plat 1 Preliminary Plat, a subdivision in unincorporated Polk County within two miles of Bondurant's city limits.

Roll Call – Ayes: Commission Member Hoyer, Commission Member Clayton, Commission Member Mains, Commission Member Keeran, Commission Member Brostrom, Commission Member Cuellar, Commission Member Cameron. Nays: none. Abstentions: none. Vote on Motion 7-0-0. Motion carried.

D. RESOLUTION NO. PZ-230112-02 considering recommended approval of a waiver of review of the Nehring Estates Plat of Survey, a boundary line adjustment in unincorporated Polk County within two miles of Bondurant's city limits.

Murray stated a few years back the Nehring Estates Subdivision was created in Polk County. No new lots will be created, it will simply be changing where the existing property lines are. Polk County is considering this to be a boundary line adjustment, historically the City has waived their right to review boundary line adjustments.

Motion by Commission Member Mains, seconded by Commission Member Clayton to recommend approval of the waiver of review of the Nehring Estates Plat of Survey, a boundary line adjustment in unincorporated Polk County within two miles of Bondurant's city limits.

Roll Call – Ayes: Commission Member Hoyer, Commission Member Clayton, Commission Member Mains, Commission Member Keeran, Commission Member Brostrom, Commission Member Cuellar, Commission Member Cameron. Nays: none. Abstentions: none. Vote on Motion 7-0-0. Motion carried

E. RESOLUTION NO. PZ-230112-03 considering recommended approval of the Hawthorne Crossing 2 Site Plan and Preliminary Plat

Tyler Sheeran, with the developer of the project, addressed the Commission. The developer presented this project to the City Council as they were seeking state tax credits. This will be a 40-unit development as well as the extension of Courtyard Crossing. Sheeran stated there are other engineers online to answer questions.

TeBeest stated there are three three-story structures for residential dwellings as well as one-story clubhouse. The project includes extending Courtyard to Pleasant Street. The agenda statement comments that a sidewalk will need to be installed along Pleasant Street. TeBeest stated they are requesting an exception as there is an existing stormwater basin on the east side of the residential buildings as well as power lines that would restrict their ability to install a sidewalk. Keeran stated there needs to be something for pedestrian access.

Snyder and Associates representative stated the existing stormwater basin is currently being used for the existing residential building to the west and will also be used by this residential development. The developer is requesting waiving this requirement as there is no place to put a sidewalk without altering the existing stormwater basing.

Keeran asked Oliver if there will be a sidewalk on the eastern side of Pleasant Street. Oliver stated that at this time she can not answer that. Keeran stated that further south of this location there are sidewalks and there should be something to accommodate. Snyder and Associates state the property to the south does not have a sidewalk along Pleasant Street. Additionally, there is no way to place the sidewalk, this was discussed and agreed upon with the City's third-party engineering firm.

Keeran asked if there will be a sidewalk along Courtyard, staff stated yes. Brostrom asked if Pleasant Street will be urbanized in the future. Oliver stated that all of Bondurant's roads will be urbanized, however, there is no way of telling when that will happen on Pleasant Street. Oliver stated an option would be the developer would be responsible for installing the sidewalk once Pleasant Street is urbanized. Brostrom stated this would be a good option, Keeran added the developer could provide a payment to help ensure a sidewalk is installed on at least one side of Pleasant Street.

Keeran asked if the Commission needs to provide some type of verbiage in the motion and let the Council make a decision. Staff stated that would be a good option, and a cash payment in lieu of installation of a sidewalk would be acceptable.

Mains asked if one trash enclosure would be sufficient for this many residential units. Sheeran stated this meets City code and is consistent with other trash enclosures sizes for other developments.

Clayton asked if the project was meeting the overlay architecture code. Murray stated they are meeting architectural standards. Oliver stated the project will also not be called "The Crossing", Sheeran confirmed that is correct.

Clayton stated they are acquiring state funds for this project and asked what type of housing this development would be. Sheeran stated it would be workforce housing.

Sheeran asked how the payment in lieu of a sidewalk would be calculated. Oliver stated that sum would come from a conversation with the engineering department.

Motion by Commission Member Mains, seconded by Commission Member Clayton to recommended approval of the Hawthorne Crossing 2 Site Plan and Preliminary Plat.

Roll Call – Ayes: Commission Member Hoyer, Commission Member Clayton, Commission Member Mains, Commission Member Keeran, Commission Member Brostrom, Commission Member Cuellar, Commission Member Cameron. Nays: none. Abstentions: none. Vote on Motion 7-0-0. Motion carried.

7. Discussion Items – None.

8. Reports / Comments and appropriate action thereon

a. Commission Members

Brostrom – Looking forward to Keeran and Cuellar leading the Commission again this year.

Hoyer – none.

Mains – Midstates Precast building located on the east side of their property has pretty bright lights. Mains stated staff discussed this with another commercial business and asks staff to have a conversation with them.

Clayton – none.

Keeran – none.

Cameron – none.

b. Commission Chair – Stated she may be joining the Commission virtually next month.

c. City Administrator – 1000 Friends of Iowa has honored the Public Library with the Best Development Award and will be honored at the Iowa State Capitol Rotunda on January 24, 2023.

d. Community Development Director – Yesterday, City development board found the City's annexation request to be correct and set a public hearing for February 8, 2023. Murray stated City Council is also updating Chapter 23 Planning and Zoning Commission next Tuesday. The code changes are cleaning up duties listed in the Chapter that are

e. City County Liaison – Matt stated he is the Council's liaison again this year. He thanked the Commission and stated he is available to answer any questions.

7. Adjournment

Motion by Commissioner Mains, seconded by Commissioner Clayton to adjourn the meeting. Vote on Motion 7-0-0. Motion carried. Meeting adjourned at 6:28.